

**Office of the Attorney General**  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
302 W. Washington Street  
Indianapolis, IN 46204  
[jobs@atg.state.in.us](mailto:jobs@atg.state.in.us)  
317-232-7979 (fax)



# **JOB POSTING**

---

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

---

## **Communications Specialist**

### **Description:**

The Indiana Attorney General's Office seeks a Deputy Press Secretary to be part of an energetic, collaborative, and innovative team. The Deputy Press Secretary will report to the Chief Communication's Officer/Press Secretary and will assist on all media relations and communications programs and initiatives.

### **Major responsibilities of the job will include:**

- Regularly monitor press coverage, manage press clippings, file and ensure that other members of the Communications team and Office are informed of relevant publication of articles as they come online
- Maintain and improve functionality of media contacts database
- Help organize press conferences and other press events
- Field media inquiries and respond promptly to press requests for information
- Help draft and distribute press materials including press releases, media advisories, quotes and statements
- Update the Office website and participate in the strategizing of other new media initiatives
- Conduct other administrative duties as needed

### **Specific job requirements include:**

- Prefer 1 to 2 years of media relations, public affairs or communications experience, including working with press representatives, planning press events, and writing press releases
- Exceptional verbal and written communications skills
- Knowledge of Indiana government preferred
- Knowledge and experience working with statewide or large market media preferred
- Strong organizational skills for managing several projects at once, professional manner, ability to meet deadlines, and attention to detail required
- Be comfortable with flexible hours
- Possess strong written and oral communication skills
- Work well under pressure and on tight deadlines

Salary will be commensurate with experience.